

DISPOSAL OF SURPLUS EQUIPMENT, MATERIALS AND SUPPLIES POLICY

BOARD RESOLUTION NO. 06-003

Approved March 16, 2006

A RESOLUTION OF THE BOARD OF PUBLIC WORKS OF THE CITY OF LEWES, DELAWARE, ESTABLISHING A POLICY FOR THE DISPOSAL OF SURPLUS EQUIPMENT, MATERIALS AND SUPPLIES

WHEREAS the Board of Public Works exists so that current and future customers have availability and accessibility to safe, reliable and affordable water, electricity, wastewater disposal and other public services and,

WHEREAS the Board of Public Works provides these services for life sustaining use while being consistent with sound business principles, and

WHEREAS the revenues from these services are used for the purchase of equipment, materials and supplies and

WHEREAS at the time these equipment, materials and supplies are no longer required due to:

- lack of continued need
- lack of trade-in value
- obsolescence, wear, damage or deterioration
- major repair or rehabilitation for use is impractical
- excessive cost of maintenance

and are declared to be surplus, and

WHEREAS the residual value resulting from the disposal of surplus shall be maximized,

NOW THEREFORE BE IT RESOLVED by The Board of Public Works of the City of Lewes that the General Manager shall have the authority to dispose of any single surplus item whose value at the time of disposal is reasonably estimated to be \$5,000 or less. The General Manager shall make a report to the Board of Public Works at a regular meeting of the Board following such action.

In determining the disposal method, the interests of the Board of Public Works shall take precedence. These methods may include but are not limited to tag sales and silent auctions. The General Manager may dispose of an item as refuse.

The sale of any single surplus item that is reasonably estimated to be greater than \$5,000 at the time of disposal shall be approved by the Board of Public Works. Such surplus shall be disposed of only by quotation, auction or other method as approved by the Board. Internet auctions such as eBay are acceptable.

All surplus shall be sold “as is, where is”, without any warranty. Proceeds from the sale of surplus shall be credited to the originating department.